

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES – PROCUREMENT DIVISION
Purchasing Standard DGS-441200-A
PAPER PRODUCT OFFICE SUPPLIES



1.0 SCOPE

The purchasing standard herein establishes minimum Environmentally Preferable Purchasing (EPP) requirements for paper product office supplies.

2.0 ENVIRONMENTALLY PREFERABLE PURCHASING REQUIREMENTS

Products must meet the requirements established herein to be considered EPP. Paper product office supplies must be certified by a minimum of one third-party environmental certification and/or meet the minimum Postconsumer Recycled Content (PCRC). EPP approved third-party certifications and PCRC by commodity type are as follows:

Paper Product Office Supplies			
Commodity	UNSPSC	Certifications	PCRC ^[1]
Printing & Copy Paper ^[2]	14111507	Forest Stewardship Council, or Sustainable Forestry Initiative Green Seal	30%
Writing Paper	14111511		
Paper Binders	44122003	Forest Stewardship Council, or Sustainable Forestry Initiative	
Packing Paper	14121504		
Folders	44122011		
Letter folders	44102106		
Expandable Filing Folders	44122027		
Hanging folders or accessories	44122017		
Folders, binders and indexes	44122000		
Hanging Folders	44122017		
Dividers	44122010		
File Pockets	44122019		
Standard Envelopes ^[2]	44121506		
Packaging Carton	24121511		
Mailers	44121503		
Easel Pads	14111514		
Sticky Note	14111530		
Storage Boxes	44111515		50%
Desk Pad Calendar	44121621		

^[1] Paper Products must contain a minimum of 30% PCRC to be considered State Agency Buy Recycled Campaign (SABRC) compliant.

^[2] These commodities have statewide contracts established. See the statewide contract index for contract information.

3.0 RESOURCES

See the [Buying Green website](#) for additional information on Office Paper Supplies.